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| **Audit protocol extra information**The lead partner has several obligations which are included in the grant decision letter for the project. The project financial statements are subject to financial audits. The number of audits depends on the total subsidy amount. The audits must be performed after the inception phase and at the end of the project. The timing of the extra audit(s) during the project must be in consultation with our advisor.The financial report must include all project expenses and incomes, not including business case incomes. Only costs made in connection with the grant are eligible for subsidy.The auditor must be a certified public auditor. The International Federation of Accountants keeps a register of certified public auditors per country. The auditor must work following the underlying Audit protocol provided by the Netherlands Enterprise Agency.**STEPS TO TAKE**1. The lead partner must inform the auditor of the audit protocol.
2. In consultation with the auditor, the consortium must decide whether to use option A or B throughout the project.
3. In consultation with out advisor, the lead partner plans the extra audits (if applicable) and informs the auditor and the consortium partners of the timing of the audits.
4. The lead partner must instruct the consortium partners to apply the chosen option, the timing of the audits and to inform their auditor (if applicable, option B) of the audit protocol.

POINTS OF ATTENTION* In consultation with the auditor(s), the consortium partners must implement an adequate (project) administration organisation and system of internal control. The adequate administrative organisation must meet the auditor's criteria. The criteria will contain the minimum of requirements on, for example, audit trail, authorisations, segregation of duties, registration of timesheets (not limited).
* Every consortium partner must report on all incurred costs and incomes, not including business case incomes for the grant project. This is regardless of whether part or all costs are financed (in cash) by a particular consortium partner.
* The auditor(s) verifies the expenses, as well as the relevant project incomes. The audit deliverables will be submitted together with the deliverables belonging to the specific report (inception, annual progress or final report).
* Please make sure that auditor certifies the financial report with a stamp and their signature and initials.

**Deliverables**The following reports must be submitted by the lead partner to us.

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| **OPTION A** | **OPTION B** |
|  | Consolidated financial statement |
| Annex B (or management letterif containing the same information) | Annex B of the individual consortium partners (or management letters if containing the same information) |
| Overall audit opinion | Audit opinions of the individual consortium partners |
|  | The ISRS 4400 report of factual findings (annex C) |

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